

Mail/Courier Services

DESCRIPTION OF MAJOR SERVICES

Mail/Courier Services provides interoffice, U.S. Postal, and courier service to departments, agencies, and special districts within the county. The division's main goal is to deliver each piece of mail in a timely and accurate manner.

The Purchasing Department's Mail/Courier Services Division budget unit is an internal service fund (ISF). As an ISF, any unrestricted net assets available at the end of a fiscal year are carried over to the next fiscal year and are used for working capital or replacement of fixed assets. Any excess or shortage is incorporated into the rate structure.

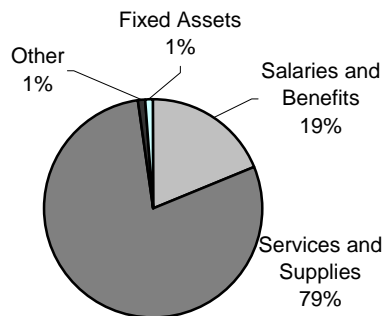
BUDGET AND WORKLOAD HISTORY

	Actual 2003-04	Budget 2004-05	Estimate 2004-05	Proposed 2005-06
Appropriation	7,597,199	7,478,661	7,596,361	7,802,089
Departmental Revenue	8,030,748	7,648,362	7,767,404	7,917,000
Revenue Over/(Under) Expense	433,549	169,701	171,043	114,911
Budgeted Staffing		33.0		33.0
Fixed Assets	15,734	76,082	70,082	85,259
Unrestricted Net Assets Available at Year End	927,857		1,028,818	

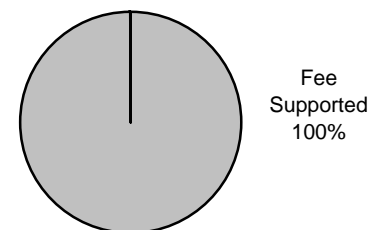
Workload Indicators

Inter-office mail pick-up and delivery	144,268	142,000	107,033	142,000
Inserting/Intel Insert	8,202,350	6,750,000	7,536,138	8,500,000
Folding/tab-label	12,489,207	9,750,000	12,059,750	11,500,000
Bus reply/postage due	241,262	264,000	295,729	300,000
Mail pieces processed	14,624,598	12,300,000	14,411,909	15,180,000

2005-06 BREAKDOWN BY EXPENDITURE AUTHORITY

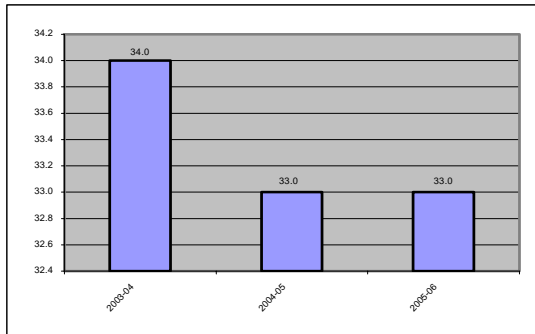
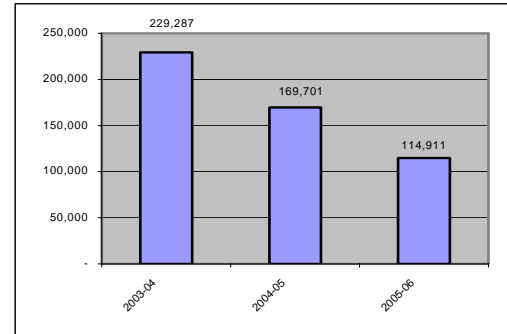


2005-06 BREAKDOWN BY FINANCING SOURCE



NOTE: This budget is expected to increase unrestricted net assets by \$29,652.



2005-06 STAFFING TREND CHART**2005-06 REVENUE OVER/(UNDER) TREND CHART**

GROUP: Internal Services
DEPARTMENT: Purchasing
FUND: Mail Courier Services

BUDGET UNIT: IAY PUR
FUNCTION: General
ACTIVITY: Mail & Courier Services

ANALYSIS OF 2005-06 BUDGET

	A	B	C	D	B+C+D E	F Department Recommended Funded Adjustments (Schedule A)	E+F G
	2004-05 Year-End Estimates	2004-05 Final Budget	Cost to Maintain Current Program Services	Board Approved Adjustments	Board Approved Base Budget		2005-06 Proposed Budget
Appropriation							
Salaries and Benefits	1,088,267	1,330,018	80,624	-	1,410,642	63,807	1,474,449
Services and Supplies	6,391,949	6,032,421	70,513	-	6,102,934	104,643	6,207,577
Central Computer	4,292	4,369	250	-	4,619	-	4,619
Other Charges	4,040	4,040	-	-	4,040	986	5,026
Transfers	68,813	68,813	-	-	68,813	10,985	79,798
Total Appropriation	7,557,361	7,439,661	151,387	-	7,591,048	180,421	7,771,469
Depreciation	39,000	39,000	-	-	39,000	(8,380)	30,620
Total Requirements	7,596,361	7,478,661	151,387	-	7,630,048	172,041	7,802,089
Departmental Revenue							
Current Services	7,767,404	7,648,362	-	-	7,648,362	268,638	7,917,000
Total Revenue	7,767,404	7,648,362	-	-	7,648,362	268,638	7,917,000
Rev Over/(Under) Exp	171,043	169,701	(151,387)	-	18,314	96,597	114,911
Budgeted Staffing		33.0	-	-	33.0	-	33.0
Fixed Asset							
Equipment	34,000	40,000	-	-	40,000	22,000	62,000
L/P Equipment	36,082	36,082	-	-	36,082	(12,823)	23,259
Total Fixed Assets	70,082	76,082	-	-	76,082	9,177	85,259

In 2005-06, the department will incur increased costs in retirement, workers compensation, central computer charges and inflationary services and supplies purchases. These increased costs are reflected in the Cost to Maintain Current Program Services column.

In 2005-06, unrestricted net assets are expected to increase by approximately \$30,000 from \$928,000 to \$958,000. Per the June 30, 2004 Report of Operations prepared by the Auditor/Controller-Recorder, the working capital requirement for this fund is \$1.27 million. During 2005-06, the rates for Mail/Courier Services will be evaluated to determine if rate adjustments will be required in 2006-07 in order to meet the department's plan of fully funding the working capital reserve by June 30, 2007.



DEPARTMENT: Purchasing
 FUND: Mail Courier Services
 BUDGET UNIT: IAY PUR

SCHEDULE A

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment		Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
1.	Salaries and benefits		63,807	-	(63,807)
	Increase due mainly to a workers' compensation experience modification surcharge.				
2.	Services and supplies	-	104,643	-	(104,643)
	Increase in postage costs due to an anticipated increase in demand for mail and courier services throughout the county.				
3.	Other charges	-	986	-	(986)
	Increase in interest payments for non-intelligent inserting machine.				
4.	Transfers	-	10,985	-	(10,985)
	Increased administrative fees transferred to Purchasing administrative oversight.				
5.	Depreciation	-	(8,380)	-	8,380
	Decrease due to fully depreciated equipment.				
6.	Current services		-	268,638	268,638
	Revenue is expected to increase to reflect the increased demand in mail and courier services throughout the county.				
Total		-	172,041	268,638	96,597

DEPARTMENT RECOMMENDED CHANGES IN FIXED ASSETS

Brief Description of Change		Appropriation
1.	Increase in Equipment	22,000
	Increase due to the upgrade of the intelligent inserting machine.	
2.	Decrease in Lease-Purchase of Equipment	(12,823)
	Decrease due to the final principle payments on a bottom sheet feeder.	
Total		9,177

